



# Montana Title I Monitoring Tool 2010-11

Montana Office of Public Instruction  
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District:	LE:
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## Common Compliance Areas REQUIRED FOR ALL MONITORING

Item #	Item	Supporting Documentation Required Documentation • Examples of Supporting Documentation	Comments
CC-A	Expenditures are being maintained at the LEA for each Title area. Expenditures are for allowable and approved activities. Expenditures supplement/not supplant state and local funds. OMB A-87, OMB A-133	Provide detailed expenditure report for each title area being monitored, which shows date, vendor, item description and amounts for current year and the prior two years.	
CC-B	The LEA has conducted a federal audit. Audit findings have been addressed. OMB A-133	Most recent A-133 audit Evidence of audit corrections if needed <b>Not Applicable if District does not meet required Federal funding threshold</b>	
CC-C	The LEA has a current inventory of any materials purchased with Title IA and IIA funds. This includes the specific location of the item.	LEA fixed assets inventory	
CC-D	Materials, supplies and equipment purchased with Title I-A funds are labeled as purchased with federal funds.	• Verification done during onsite visit – no evidence required in notebook	
CC-E	The LEA meets comparability requirements: <ul style="list-style-type: none"> <li>Policy to ensure equivalence among schools in teachers, administrators and other staff</li> <li>Policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies</li> <li>A District-wide salary schedule</li> <li>Comparability established</li> </ul>	Building Staff Plans with data that indicates which staff are included and excluded in the comparability calculation worksheets. Comparability calculations worksheets  <a href="http://www.opi.mt.gov/Programs/TitlePrgms/titleia/?gpm=1_5">http://www.opi.mt.gov/Programs/TitlePrgms/titleia/?gpm=1_5</a> <ul style="list-style-type: none"> <li>Board adopted policy is in place and being implemented</li> <li>District-wide salary schedule</li> </ul> <b>Not Applicable if only one school per grade span.</b>	
CC-F	The LEA ensures that low income and minority students are not taught at higher rates than other students by unqualified, out-of-field or	Demonstrated analysis of data Evidence supplied in CC-J	



	inexperienced teachers ESEA 1112(c)(L)	<b>Not Applicable if only one school per grade span.</b>	
CC-G	The LEA provides access to student directory information to military recruiters upon request.	Board adopted policy is in place and being implemented	
CC-H	The LEA requires employees supported wholly by Federal funds to complete a semi-annual certification OMBA-133: 4-84.007 B.2, 4-84.007	Copies of semi-annual certifications Copy of Staff Breakdown	
CC-I	The LEA requires employees supported in part by Federal funds to complete 'time and effort' reporting. OMBA-133: 4-84.007 B.2, 4-84.007	Copies of Time and Effort records Copy of Staff Breakdown	

Item #	Item	Supporting Documentation	Comments
CC-J	The LEA ensures that all teachers in the district, who are assigned to teach core subjects, are Highly Qualified by the end of the 2006-07 school year. 1119(c).	Highly Qualified Teachers List Individual Teacher plans for those staff not HQ	

Private Schools			
Item #	Item	Supporting Documentation Required Documentation • Examples of Supporting Documentation	Comments
Private School Participation (ESEA 1120)			
PS-A	The LEA has complied with the requirements for consultation with private school officials in a timely manner. 1120(b), 2122(b), 5142(a), 9501	Copies of letters and communication sent to private schools Copy of written affirmations signed by private school officials that consultation occurred	
PS-B	The LEA provided services to private schools students and teachers in an equitable manner based on the needs of the private school desiring to participate. 1120(a), 5142(a), 9501	Description of services provided to private schools Copy of agreements pertaining to provided services Review of selection process for Title IA services to private school students including assessment information Description budgeting process used by district to ensure equitable access to services	



PS-C	The LEA provided opportunities for teachers of participating private schools to participate, on an equitable basis, in professional activities. 1120(a), 2122(b), 5142 (a), 9501	Documentation of private school teachers' participation in professional development activities	
PS-D	The LEA maintains records of its effort to resolve any complaints made by private school representatives. 9501, 9503	Copy of complaint procedure Evidence that complaint procedure has been shared with private schools Documentation of communication with private schools regarding complaints	
PS-E	The LEA retains control of and includes an inventory of fixed assets for all equipment purchased with funds for private schools. 2122 (b)	LEA fixed assets inventory for each private school Evidence of communication with private schools	
PS-F	Services provided to private school children were provided by employees of the LEA or contracted by the LEA. 1120(d)	Contracts of individuals providing services to private school children	
PS-G	The LEA established an assessment to measure the effectiveness of the Title IA program against the agreed upon standards established in the consultation. 1120(b)(1)(D)	Completed copy of program evaluation Description of the program modifications, if any, that will be made if the annual progress is not met.	

## Title I-A Improving the Academic Achievement of the Disadvantaged

Item #	Item	Supporting Documentation • Examples of Supporting Documentation	Comments
<b>Parents Right-to-Know (ESEA 1111)</b>			
IA-A	At the beginning of each school year, the local educational agency (LEA) notified parents in all Title I-A served buildings that they may request information regarding the professional qualifications of the student's classroom teachers. 1111(h)	Samples of parent notification disseminated by the LEA for each Title I-A building, in multiple languages as applicable. <ul style="list-style-type: none"> <li>• District website</li> <li>• District newsletter</li> <li>• Parent handbook</li> </ul> <b>Note: School newsletter is not acceptable</b>	
IA-B	The LEA provides timely notice to parents of students in Title I-A served schools if the child has been assigned to be taught, or has been taught for four or more consecutive weeks by a teacher who is not Highly Qualified (as defined by ESEA)	Samples of notification in multiple languages as applicable	
IA-C	The LEA provides information on the level of achievement of the parent's child in each of the state academic assessments. 1111(h)	Samples of individual student statewide assessment scores provided to parents. <b>Please protect confidentiality.</b>	
<b>Schoolwide Program Criteria (ESEA 1114)</b>			
IA-D	The schoolwide plan is reviewed and revised by the school. 1114 (B)(iii)	Annual evaluation process and tool used for each school	
IA-E	School completes a year of planning in consultation with the LEA and/or state support team for Schoolwide plans/programs, including documentation that indicates development/revision and implementation of a schoolwide plan that meets the 10 component requirements <ul style="list-style-type: none"> <li>• A comprehensive needs assessment of the</li> </ul>	Current Schoolwide plans – In larger districts, please provide two representative schoolwide plans for review	

<p>IA-E cont'd</p>	<p>entire school based on information which includes the achievement of children in relation to the state academic content standards and the state student academic achievement standards described in ESEA 1111(b)(1).</p> <ul style="list-style-type: none"> <li>▪ Schoolwide reform strategies based on scientific research that strengthen the core academic program, increase the amount and quality of learning time and include strategies to address the needs of low-achieving students.</li> <li>▪ Instruction by Highly Qualified teachers as defined by federal law</li> </ul> <p>High quality, on-going professional development based on scientifically-based research for teachers, principals, instructional paraprofessionals, and if appropriate, pupil services personnel, parents and other staff in accordance with ESEA 1119.</p> <ul style="list-style-type: none"> <li>▪ Strategies to attract Highly Qualified teachers to high-need schools</li> <li>▪ Strategies to increase parental involvement, such as family literacy services in accordance with ESEA 1118.</li> <li>▪ Plans for assisting preschool children in the transition from early childhood programs to local elementary school programs</li> <li>▪ Measures to include teachers in the decisions regarding the use of the MontCAS and other assessments to improve the achievement of individual students and the overall instructional program (e.g. using data to inform instruction); academic assessments described in ESEA 1111 to provide information on and to improve the</li> <li>• achievement of individual students and the overall instructional program</li> </ul>		
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	<ul style="list-style-type: none"> <li>Activities to ensure that students who experience difficulty mastering the proficient or advanced levels of academic achievement standards required by ESEA 1111(b)(1) are provided with effective and timely additional assistance</li> <li>Coordination and integration of federal, state and local services and programs including all titles in ESEA, violence prevention, nutrition, and house programs, Head Start, adult education, vocational and technical education and job training. ESEA 1114 (b)</li> </ul>		
Targeted Assistance Schools (ESEA 1115)			
Item #	Item	Supporting Documentation	Comments
IA-F	All children served by Title I in a Targeted assistance building are found eligible using multiple academically related, objective criteria. ESEA 1115(b)	Targeting criteria used to identify students for services Targeting List - Please protect confidentiality	
IA-G	<p>Documentation supports the component requirements.</p> <p>A Targeted Assistance School Program:</p> <ul style="list-style-type: none"> <li>All children served by Title I-A in a Targeted assistance building are found eligible using multiple academically related, objective criteria. Homeless and Migrant children are automatically considered. Homeless children are eligible regardless of their attendance area.</li> <li>Coordinates and supports the regular education program, which may include assisting preschool children in the transition from early childhood programs like Head Start, Even Start, Early Reading First or preschools run by state or LEA funds</li> <li>Incorporates Title I planning into existing school planning; building completes a needs</li> </ul>	Current Targeted Assistance Plans – In larger districts, please provide two sample targeted assistance plans for review	

Item #	Item	Supporting Documentation	Comments
IA-G cont'd	<p>assessment of the entire school that is based on the achievement of children in relation to state academic content and achievement standards.</p> <ul style="list-style-type: none"> <li>• Uses Title I resources to help participating children meet the state student academic standards expected for all children in reading and mathematics</li> <li>• Uses effective methods and instructional strategies that are based on scientific research that give primary consideration to providing extended time (such as extended school year, before and after-school programs, and summer programs), helps provide an accelerated, high quality curriculum, and minimize removing children from the regular classroom during regular school hours for Title I instruction</li> <li>• Coordinates and integrates federal, state and local services including program supported under ESEA, violence prevention, nutrition , and housing programs, Head Start, adult education, vocational and technical education and job training</li> <li>• Provides strategies to increase parental involvement requirements</li> <li>• Provides sufficient professional development opportunity with Title I and other resources, if possible, for teachers, principals, paraprofessionals, other appropriate pupil services staff, and parents, especially to enable non-Highly Qualified teachers and paraprofessionals to become Highly Qualified according to the federal definition. ESEA 1115(c)</li> </ul>		



Identification of Schools in Title I School Improvement Status (ESEA 1116)			
Item #	Item	Supporting Documentation	Comments
IA-H	<p>The LEA provides all students enrolled in a school in improvement the option to transfer to another school in the LEA not in improvement status giving priority to the lowest achieving children from low income families. 1116(b)(1)(E)</p> <p>The LEA promptly provides parents (in an understandable format and language parents can understand) of each student enrolled in a school identified for school improvement, corrective action or restructuring:</p> <ul style="list-style-type: none"> <li>• An explanation of what the identification means; how the school compares academically with other similar schools</li> <li>• The reason for the identification</li> <li>• An explanation of what the school is doing to address the problem of low achievement</li> <li>• An explanation of what the LEA and SEA is doing to help the school address the achievement problem</li> <li>• An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified</li> <li>• An explanation of the parents' option to transfer their child to another public school not in improvement status within the LEA with transportation provided or to obtain SES. 1116 (b)(6)(A-F)</li> </ul>	<p>Letters and/or communication sent to parents, in multiple languages as applicable.</p> <p>Provide counts of students who applied and transferred. Also provide information as to where they transferred.</p>	
IA-I	The LEA has a peer review process to review and approve the school plans. 1116 (b)(3)(E)	Documentation of the peer review process including timeline	
IA-J	<p>The LEA provides technical assistance to schools in improvement status that includes:</p> <ul style="list-style-type: none"> <li>• Data analysis</li> </ul>	<p>Documented implementation of technical assistance plan</p> <p>List of activities provided with dates, agendas</p>	

	<ul style="list-style-type: none"> <li>• Identification and implementation of strategies</li> <li>• Budget analysis 1116 (b)(4)(B)(i-iii)</li> </ul>	and attendees	
IA-K	The LEA bases its technical assistance to schools in improvement status on scientifically based research	Documentation of process to identify programs/ strategies based on scientifically based research	
IA-L	The LEA has made SES available to students in schools which are in year two or beyond in school improvement status	Copies of Letters Samples of Service Provider Contracts <b>Not applicable for schools in first year in School Improvement unless Public School Choice is not an option.</b>	
IA-M	The LEA has set aside at least 10% of the school's Title I allocation for professional development. 1116(b)(3)(A)(iii)	Financial records showing total expenditures for professional development as approved in Egrants	
IA-N	The school ensures teachers use instructional strategies that are reflected in the professional development activities outlined in the school improvement plan. 1116(b)(4)(B)(ii)	Documentation of Professional Development in Instructional Strategies Evidence that teachers are implementing these strategies <ul style="list-style-type: none"> <li>• Walkthroughs</li> <li>• Peer to Peer observations</li> <li>• Teacher reflections</li> </ul>	
IA-O	The LEA assists the school in implementing the evaluation process as described in the school improvement plan. 1116(b)(3)(A)(v) 1116(a)(I)(D)	Documentation of the LEA process for monitoring and evaluating the school improvement plans	

#### Identification of LEAs in Title I LEA Improvement Status (ESEA 1116)

Item #	Item	Supporting Documentation	Comments
IA-P	The LEA has a revised, not later than 3 months after identification, a continuous improvement plan in consultation with parents, school staff and others that: <ul style="list-style-type: none"> <li>• Incorporates scientifically based research strategies that strengthen the core academic program</li> <li>• Identifies actions that have the greatest likelihood of improving the achievement of participating children</li> <li>• Addresses the professional development needs</li> </ul>	Documentation of progress toward implementing strategies in School Improvement Plan (SIP). Documentation of professional development activities district-wide that address the academic needs of students as identified in the SIP. Documentation of alignment between professional development activities and goals/strategies indicated in the SIP Documentation of requests for support from OPI or the USED indicating the need and the types	

	<p>of the instructional staff by committing to spend not less than 10% of the Title I funds</p> <ul style="list-style-type: none"> <li>• Includes specific measurable achievement goals and targets for each of the groups of students identified in the disaggregated data</li> <li>• Addresses the fundamental teaching and learning needs in the schools and the specific academic problems of low-achieving students, including a determination of why the LEA's prior plan failed to bring about the increased student achievement</li> <li>• Specifies the responsibilities of the SEA and LEA including the technical assistance to be provided by the SEA</li> <li>• Includes strategies to promote effective parental involvement in school 1116(c)(7)(A)(i-viii)</li> </ul>	<p>of support that are desired or have been provided</p> <p>Documentation of involvement by parents in implementing and evaluating the plan</p>	
<b>Parental Involvement (ESEA, 1118)</b>			
<b>Item #</b>	<b>Item</b>	<b>Supporting Documentation</b>	<b>Comments</b>
IA-Q	The LEA policy is developed with the parents, agreed upon by the parents and disseminated to parents of Title I and Migrant participating students, 1118 (a).	<p>Description of policy development including how parents were involved.</p> <p>Evidence of dissemination to parents</p>	
IA-R	There is an LEA policy containing all of the required elements that are reviewed annually with input from parents, 1118 (a).	<p>Copy of the LEA parent involvement policy</p> <p>Evidence of annual review process taking place with input from parents</p>	
IA-S	Each school building has a parent involvement policy (plan). The plan is made available to the local community and is updated periodically, 1118(a).	<p>Copy of building parent involvement plan</p> <p>Evidence of dissemination to parents</p> <p>Evidence of review process taking place</p>	
IA-T	The LEA reserves no less than 1% of its Title I-A allocation (if over \$500,000) for parental involvement activities, including promoting family literacy and parenting skills. 1118(a)	<p>Evidence that funds are used to promote parent involvement</p> <p><b>Not Applicable if District receives less than \$500,000 in Title IA</b></p>	
IA-U	An annual meeting is convened to inform Title I and Migrant parents of their school's participation in Title I and to explain Title I requirements and the right of parents to be involved. 1118(c)	Evidence of annual meeting: announcements, meeting agenda, sign in sheets, etc.	
IA-V	Each Title I school develops, in partnership with	Description of annual review process and	

	Title I and Migrant parents, a school parent compact. School distributes compact to parents annually. 1118 (d)	timeline Evidence of distribution process: copies of compacts, meeting agenda, sign in sheet	
IA-W	Building capacity for involvement: Each school shall provide assistance, materials, and training to Title I- parents to help build capacity for their involvement 1118(e)	Description and timeline of activities including copies of materials, training agendas, sign in sheets, etc.	
<b>Qualifications for Teachers and Paraprofessionals (ESEA 1119)</b>			
<b>Item #</b>	<b>Item</b>	<b>Supporting Documentation</b>	<b>Comments</b>
IA-X	The LEA ensures that all core academic subject teachers who teach in a Title I SWP or are paid from Title I funds in a TAS program are highly qualified, 1119 (a).	List of teachers in each Title IA building including teaching assignment. Remaining evidence is supplied in CC-J	
IA-Y	The LEA ensures that all instructional paraprofessionals, who work in a Title I SWP or are paid from Title I funds in a TAS program are highly qualified at the time they were hired, 1119 (c).	SWP: List of all paraprofessionals with documentation of how and when HQ status achieved – regardless of funding source. TAS: List of all paraprofessionals, paid in whole or part with Title I-A funds, with documentation of how and when HQ status achieved	
IA-Z	Instructional Paraprofessionals must be under the direct supervision of a licensed teacher, 1119 (g).	Paraprofessional schedule including where instruction is provided and the HQ instructor supervising during each instructional session	
IA-AA	The principal of a Title I school attests, annually, in writing, to the highly qualified teacher and instructional paraprofessional requirements 1119 (i)	Copies of written attestations at both LEA and school	